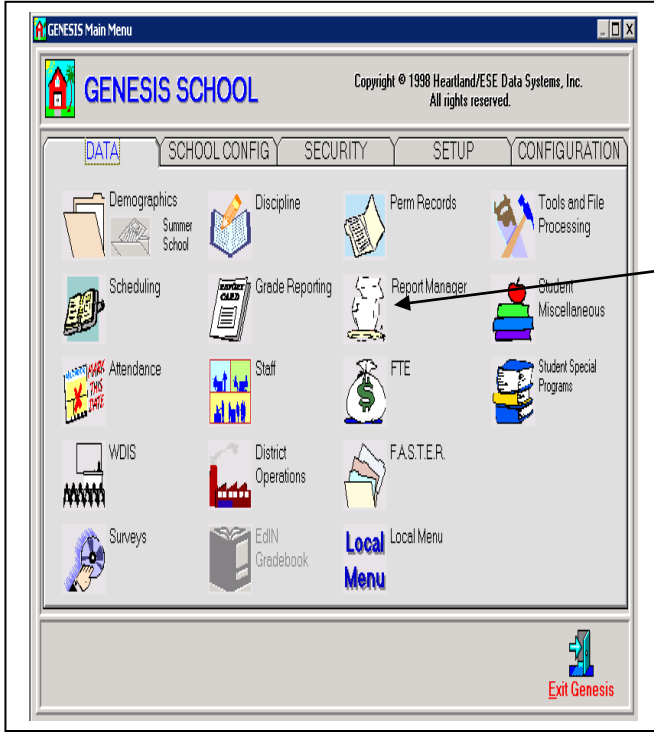
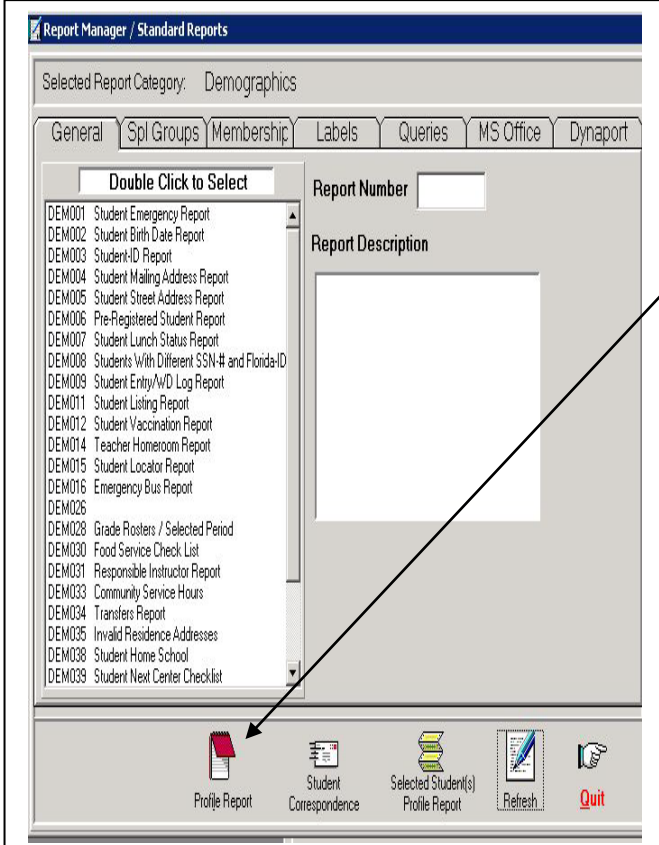


# Genesis Reports

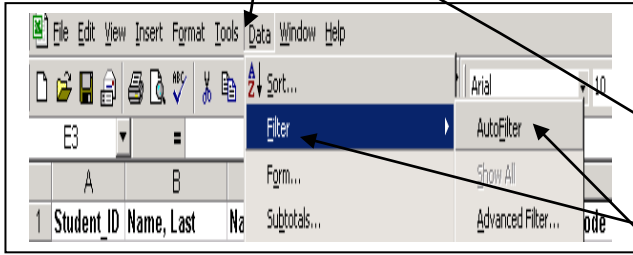
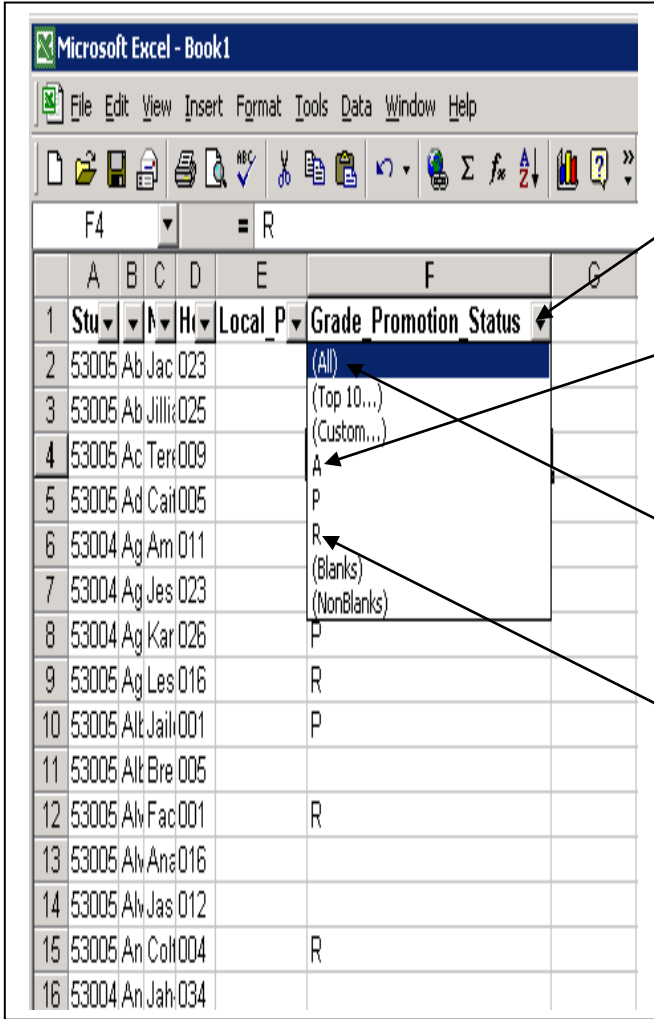
## Profile Report – Promoted / Retained

Steps	Screen Displayed	Procedures
1		<p>After logging into the <b>Genesis School Main Menu</b> will appear.</p> <p>Click on the <b>Report Manager</b> icon</p>
2		<p>The <b>Report Manager/Standard Reports</b> screen is displayed.</p> <p>Click on the <b>Profile Report</b> icon</p>

## Genesis Reports Profile Report – Promoted / Retained

Steps	Screen Displayed	Procedures
3		<p>The <b>Profile Report</b> window will appear. A <b>Profile Report</b> saves the format of the report so that you can run it when ever you choose.</p> <ul style="list-style-type: none"> <li>Click on the <b>Add New</b> icon</li> <li>Type in <b>Promoted/Retained</b> in Report Title</li> <li>Select the <b>Student_Info_Core</b> Table by Clicking the +</li> <li>Select the <b>Include Teacher Last Name</b> box</li> <li>Double Click on the following fields: <ul style="list-style-type: none"> <li><b>Name, Last</b></li> <li><b>Name, First</b></li> <li><b>Grade Level</b></li> <li><b>Homeroom Teacher</b></li> </ul> </li> </ul>
4		<p><b>Promoted / Retained Report continued.</b></p> <ul style="list-style-type: none"> <li>Select the <b>Student_Misc_Basic</b> Table by Clicking the +</li> <li>Double Click on the following fields: <ul style="list-style-type: none"> <li><b>Grade_Promotion_Status</b></li> <li><b>Local_Promotion_Code</b> (aka <b>Good_Cause_Promotion_Code</b>)</li> </ul> </li> </ul> <p>The selected fields will appear in the box in the center.</p> <ul style="list-style-type: none"> <li>Click the <b>Update</b> icon</li> </ul> <p>The <b>Report Added</b> box will appear</p> <ul style="list-style-type: none"> <li>Click <b>OK</b></li> <li>Select the <b>report</b> in <b>Report Box</b></li> <li>Click the <b>Start</b> icon</li> </ul> <p>An excel spreadsheet will appear with the information you have selected.</p>

## Genesis Reports Profile Report – Promoted / Retained

Steps	Screen Displayed	Procedures
5		<p>The <b>Promoted / Retained Excel Spreadsheet</b> is displayed</p> <p>To filter the spreadsheet, make sure only one cell is highlighted that has data in it.</p> <ul style="list-style-type: none"> <li>• Click on <b>Data</b></li> <li>• Click on <b>Filter</b></li> <li>• Click on <b>AutoFilter</b></li> </ul>
5		<p><b>Drop-down buttons</b> will appear in the first cell of each column.</p> <ul style="list-style-type: none"> <li>• Click the <b>drop-down</b> of the <b>Grade_Promotion_Status</b> column</li> <li>• Select <b>A</b> to show all the students that were <b>Good- Cause promoted</b></li> <li>• Click the <b>drop-down</b> of the <b>Grade_Promotion_Status</b></li> <li>• Select <b>All</b> to show all the students</li> <li>• Click the <b>drop-down</b> of the <b>Grade_Promotion_Status</b></li> <li>• Select <b>R</b> to show all the students that were <b>retained</b></li> <li>• Then <i>disable</i> the <b>filter</b> by <i>Clicking</i> on <b>Data</b>, then <b>Filter</b>, then <b>AutoFilter</b>.</li> </ul> <p><b>Note:</b> All blank cells in the <b>Grade_Promotion_Status</b> column indicates that student was promoted on merit.</p>